



## JOB DESCRIPTION

Title: **SERGEANT**  
Department: Police  
Class Code: 3400  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1982 (Rev. 07/2008)  
Grade Number: 22

### GENERAL PURPOSE

Under broad supervision of the Lieutenant, provides supervision, field leadership and guidance to Police Officers in programs of law enforcement, maintenance of public order and traffic control; or to provide direct services by investigating evidence and circumstances of criminal offenses, and where possible identifying and causing the arrest of criminal offenders, and in other advanced law enforcement assignments.

**EXAMPLE OF DUTIES** (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

- \*-- Supervises Detectives, Patrol Officers, and Crossing Guards; assigns and monitors workload; provides performance evaluations on Detectives or Police Officers; schedules and arranges vacation, sick leave and any special coverage.
- \*-- Orients officers upon the beginning of each shift; provides information for each shift of duty; interviews witnesses; examines and preserves evidence; follows information and investigative leads in search of suspects; testifies in court.
- \*-- Reviews all written police reports before filing, makes reports and maintains daily records; coordinates special orders and assignments from the Chief and Executive Command; carries out and enforces departmental and city regulations; enforces local and state penal codes; enforces local and state traffic regulations.
- \*-- Makes certain all police equipment is adequately maintained; correlates with other police departments on inter-jurisdictional cases; provides information to the public and handles complaints; performs background investigations on new businesses requesting licensing; processes warrants on persons failing to go to court.
- \*-- Provides police training to the Police Officers; acts as a patrol unit during periods of slack time; handles emergency problems.

- \*-- Supervises and trains Special Emergency Response Team.
- \*-- Inventories police supplies; orders necessary supplies for police department; assists in the purchasing of vehicles or larger equipment.
- Performs other duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Associate Degree in Criminal Justice or related field and five (5) years full time on the department OR 30 semester or 45 quarter hours and six (6) years full time on the department OR no college credits and seven (7) years full time on the department.

### Special Requirements

- Must be POST certified; must possess a valid Utah Driver License.
- Must reside within the boundaries of Salt Lake County within one (1) year of appointment.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of local, state, and federal law enforcement; consider able knowledge of methods and techniques of law enforcement investigation; working knowledge of court procedures, rules of evidence and proper testimony; job specific knowledge of city geography, persons and places with which officers must deal on a daily basis.
- Skill in the operation of firearms; skill in carrying out a variety of police procedures as developed through training and experience.
- Ability to create effective working relationships with employees; ability to communicate both verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Police car, police radio, radar gun, handgun and other weapons as required, handcuffs, Breathalyzer, first aid equipment, desktop and laptop computer, tape recorder.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.